

## APPLICATION FOR EMPLOYMENT

### United States Embassy, Addis Ababa, Ethiopia

The U.S. Embassy charges no fee for employment application forms.

This form may be found at the Main Gate of the Embassy or website: <http://ethiopia.usembassy.gov>

#### I. GENERAL INFORMATION

DATE OF APPLICATION	TITLE OF POSITION YOU ARE APPLYING FOR	VACANCY NUMBER
FULL NAME OF APPLICANT (First Name) (Father's Name) (Grandfather's Name)		OTHER NAMES USED
MAILING ADDRESS		TELEPHONE NUMBER
DATE OF BIRTH	PLACE OF BIRTH	SEX <input type="checkbox"/> Female <input type="checkbox"/> Male
CITIZENSHIP AT BIRTH		PRESENT CITIZENSHIP

#### II. FAMILY

CURRENT MARITAL STATUS: (check one box) <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Legally Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
FULL NAME OF CURRENT SPOUSE	DATE OF BIRTH	PLACE OF BIRTH	PRESENT ADDRESS
DATE AND PLACE OF MARRIAGE		CITIZENSHIP AT BIRTH	PRESENT CITIZENSHIP
FULL NAME OF FORMER SPOUSE	DATE OF BIRTH	PLACE OF BIRTH	PRESENT ADDRESS
DATE AND PLACE OF MARRIAGE		CITIZENSHIP AT BIRTH	<input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED Month/Year
NAME OF EACH CHILD	DATE OF BIRTH	PRESENT ADDRESS	OCCUPATION
FULL NAME OF APPLICANT'S FATHER	DATE OF BIRTH	PLACE OF BIRTH	PRESENT ADDRESS
PRESENT OCCUPATION	CITIZENSHIP AT BIRTH		PRESENT CITIZENSHIP
FULL NAME OF APPLICANT'S MOTHER	DATE OF BIRTH	PLACE OF BIRTH	PRESENT ADDRESS
PRESENT OCCUPATION	CITIZENSHIP AT BIRTH		PRESENT CITIZENSHIP

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#### II. FAMILY (continued)

NAME OF RELATIVES (brothers, sisters and in-laws)	RELATIONSHIP	CITIZENSHIP	OCCUPATION

ARE ANY RELATIVES OR FAMILY MEMBERS EMPLOYED BY AN AGENCY OR REPRESENTATIVE OF A NATIONAL OR LOCAL GOVERNMENT? If so, list names and where employed in spaces below.


ARE ANY RELATIVES OR FAMILY MEMBERS EMPLOYED BY THE UNITED STATES GOVERNMENT (including State Department, USAID, CDC and Department of Defense)? If so, list names and where employed in spaces below.


#### III. MILITARY SERVICE

Outline military service past or present, giving country of service, branch of service, unit or organization, specialty, highest rank held, dates of service, present rank, and date and type of discharge.


#### IV. EDUCATION

NAME AND LOCATION OF EDUCATIONAL INSTITUTIONS ATTENDED	DATES		DEGREE	MAJOR SUBJECTS
	FROM	TO		

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#### V. LANGUAGES (Name and indicate the extent of your competence)

LANGUAGE	SPEAK			READ			WRITE		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
1) English									
2) Amharic									
3)									
4)									

#### VI. SPECIAL SKILLS (we may test your skills before hiring you)

A. LIST ANY SPECIAL QUALIFICATION AND SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE.	B. HOW MANY WORDS PER MINUTE CAN YOU TYPE?	
C. LIST JOB-RELATED LICENSES OR CERTIFICATES THAT YOU HAVE (i.e., registered nurse; lawyer; radio operator).		
LICENSE OR CERTIFICATE	DATE	LICENSING AGENCY
1)		
2)		

#### VII. WORK EXPERIENCE (list most recent employer first)

EMPLOYER (Name)		(Address)
DATES OF EMPLOYMENT (Start Date) (End Date)		EXACT TITLE OF YOUR POSITION
MONTHLY SALARY (Starting) (Ending)		IMMEDIATE SUPERVISOR (Name) (Title)
DUTIES OF POSITION		
REASON FOR LEAVING		

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#### VII. WORK EXPERIENCE (continued)

EMPLOYER (Name)		(Address)
DATES OF EMPLOYMENT (Start Date) (End Date)		EXACT TITLE OF YOUR POSITION
MONTHLY SALARY (Starting) (Ending)		IMMEDIATE SUPERVISOR (Name) (Title)
DUTIES OF POSITION		
REASON FOR LEAVING		
EMPLOYER (Name)		(Address)
DATES OF EMPLOYMENT (Start Date) (End Date)		EXACT TITLE OF YOUR POSITION
MONTHLY SALARY (Starting) (Ending)		IMMEDIATE SUPERVISOR (Name) (Title)
DUTIES OF POSITION		
REASON FOR LEAVING		

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#### VII. WORK EXPERIENCE (continued)

EMPLOYER (Name)		(Address)
DATES OF EMPLOYMENT (Start Date) (End Date)		EXACT TITLE OF YOUR POSITION
MONTHLY SALARY (Starting) (Ending)		IMMEDIATE SUPERVISOR (Name) (Title)
DUTIES OF POSITION		
REASON FOR LEAVING		
EMPLOYER (Name)		(Address)
DATES OF EMPLOYMENT (Start Date) (End Date)		EXACT TITLE OF YOUR POSITION
MONTHLY SALARY (Starting) (Ending)		IMMEDIATE SUPERVISOR (Name) (Title)
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#### VII. WORK EXPERIENCE (continued)

EMPLOYER

(Name)

(Address)

DATES OF EMPLOYMENT

(Start Date)

(End Date)

EXACT TITLE OF YOUR POSITION

MONTHLY SALARY

(Starting)

(Ending)

IMMEDIATE SUPERVISOR

(Name)

(Title)

DUTIES OF POSITION

REASON FOR LEAVING

EMPLOYER

(Name)

(Address)

DATES OF EMPLOYMENT

(Start Date)

(End Date)

EXACT TITLE OF YOUR POSITION

MONTHLY SALARY

(Starting)

(Ending)

IMMEDIATE SUPERVISOR

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DUTIES OF POSITION

REASON FOR LEAVING

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#### VIII. EMPLOYMENT RECORD

If you have ever been fired, quit, or left a job under unfavorable circumstances, provide the month and year, specific reason for leaving the job, and your former employer's name and address below.


#### IX. POLICE RECORD

	Yes	No
A. HAVE YOU EVER BEEN CHARGED OR CONVICTED OF ANY OFFENSE? (Include those under Military Justice)		
B. HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A FIREARMS OR EXPLOSIVES OFFENSE?		
C. ARE THERE CURRENTLY ANY CHARGES PENDING AGAINST YOU FOR ANY CRIMINAL OFFENSE?		

#### X. PREVIOUS FIVE RESIDENCES

DATE (From) (To)	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
Name of Person Who Knew You	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
DATE (From) (To)	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
Name of Person Who Knew You	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
DATE (From) (To)	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
Name of Person Who Knew You	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
DATE (From) (To)	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
Name of Person Who Knew You	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
DATE (From) (To)	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY
Name of Person Who Knew You	STREET ADDRESS PHONE NUMBER	CITY/COUNTRY

#### XI. REFERENCES

List three people who are not related to you by blood or marriage who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis. (Do not give names of supervisors you listed in Section III)

FULL NAME	TELEPHONE NUMBER	PRESENT BUSINESS OR HOME ADDRESS
1)		
2)		
3)		

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#### XII. APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work. I understand that any information I give may be investigated.

\_\_\_\_\_  
(Name as usually written and which will be used as official signature)

\_\_\_\_\_  
Date

#### XIII. ADDITIONAL INFORMATION

Please tell us how you found out about this position vacancy announcement? (Check one box)

EMBASSY EMPLOYEES/ EMBASSY ANNOUNCEMENT	NEWSPAPER	INTERNET	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Specify: _____

#### Instructions for Completing the Employment Application Form

- Interested applicants must submit the following information:
  - This Application for Employment Form (available at the Embassy Main Gate or website: <http://ethiopia.usembassy.gov> at no charge)
  - Documents that address the minimum requirements of the position which are listed in the vacancy announcement
    - Examples of documents are current resume or curriculum vitae, letters of employment, letters of commendation, copies of degrees earned, awards, certificates, valid driver's license.
    - The vacancy announcement is available at the Embassy Main Gate or website: : <http://ethiopia.usembassy.gov> at no charge)
- Failure to submit the required documents will automatically disqualify the application.
- Applicants should submit copies of official documents. The Embassy will not return applications/documents to applicants.
- Each applicant must fully explain his/her job-related duties and qualifications on this Application for Employment Form in order to permit an accurate evaluation of his/her experience, education and training.
- This Application for Employment Form must be completed in its entirety. No section of this form should be left blank.
- This Application for Employment Form and relevant documents must reach the Human Resources Office, U.S. Embassy, P.O.Box 1014 Addis Ababa, Ethiopia on or before the closing date. Late applications will not be considered.
- The Embassy charges no fee for employment application forms, evaluations, or selection. Any solicitation for payment should be reported to the Human Resources Office, U.S. Embassy, immediately.
- Final selection is based solely on advertised qualifications in a competitive process.

An Equal Opportunity Employer